

Request for Approval of a Satellite Location

Definition of Program Satellite: off-campus location(s) that are advertised or otherwise made known to individuals outside the sponsor where students can complete the laboratory (or similar hands-on skills) professional course(s) without attending the main campus. A satellite does not pertain to sites used by a completely online/distance education program for individual students. Satellite(s) are included in the CAAHEP accreditation of the sponsor and function under the direction of the Key Personnel of the program. [Policy XII.C and CAAHEP Policy 209 B Alternative Models of Education - Satellites]

This completed request form **must** be submitted **at least thirty (30) days in advance of the class start date**. If the program sponsor wishes to apply for more than one (1) NEW satellite location, a separate form for each satellite location of the main campus must be submitted. If a satellite location has been voluntarily withdrawn and the sponsor program wishes to utilize the location again, then the program sponsor must reapply and another Request for Approval of a Satellite Location form must be submitted. Approval is granted for the satellite location, **not per cohort**.

If there is a change to any of the following **after** CoAEMSP approval, the program must notify the CoAEMSP:

- 1) satellite address change,
- 2) change in the Lead Instructor (if applicable),
- 3) satellite no longer to be utilized

The program **MUST** notify CoAEMSP immediately. Both CAAHEP and CoAEMSP are tracking each satellite; therefore, it is imperative that changes are made known to the CoAEMSP.

CoAEMSP verifies directly with NREMT the eligibility of graduates from each class of each satellite location. Failure to obtain prior CoAEMSP approval may result in the graduates from that location/class not being eligible for the national examinations for Paramedic.

The sponsor must pay the non-refundable/non-transferable annual satellite fee before final approval will be granted. See CoAEMSP Policy **IX.5. Accreditation Fees**. For more information regarding fees, visit <http://coaemsp.org/Fees.htm>.

The sponsor must ensure that all requirements to operate a satellite are approved in advance by the State Office of EMS in the state where the main campus and satellite are located.

Questions about this form and the approval process may be directed to Lynn Caruthers at 214-703-8445 ext. 115 or at lynn@coaemsp.org.

CoAEMSP Program Number:

**Sponsoring Institution/
Consortium Name:**

Address:

City:

State:

Zip:

Program Director:

Medical Director:

Contact Person:

Contact Email Address:

Satellite Location Information

1. Satellite Name:

Address:

City:

State:

Zip Code:

2. What is the distance in miles from the main campus to the satellite location?

6. Briefly describe how this satellite location will deliver the Paramedic program:

7. Does this satellite location meet all the CAAHEP Accreditation Standards and CoAEMSP policies?

Yes (proceed to Question #7)

No

If No, please explain what changes are needed to come into compliance.

Satellite Class Information for this Location

8. Date of anticipated enrollment for the satellite class?

(MM/DD/YYYY)

9. Date of anticipated graduation for the satellite class?

(MM/DD/YYYY)

10. Number of anticipated students to be enrolled in the satellite class.

11. Is distance education instruction used with the satellite class at the satellite location?

Yes

No

If Yes, specify the type and amount?

Thank you

This form must be submitted to **Lynn Caruthers** at lynn@coaemsp.org at the CoAEMSP Executive Office.

Please Note: Programs must submit a 'Request for Approval of a Satellite Location' form for each new or reapplying satellite location. Programs are assessed a Satellite fee for each location during the CoAEMSP fiscal year (July 1 through June 30). NEW or reapplying satellite locations will not be approved until all applicable fees are received and, if applicable, new personnel are approved (i.e., Medical Director, Lead Instructor). For more information regarding fees, visit

<http://coaemsp.org/Fees.htm>.